



STANDARDS OF APPRENTICESHIP

adopted by

ADVERTISING DISPLAY SIGN MAKER/ERECTOR APPRENTICESHIP COMMITTEE

(sponsor)

Skilled Occupational Objective(s):
SIGN MAKER/ERECTOR

DOT
869.381-026

Term
8000 HOURS



APPROVED BY

Washington State Apprenticeship and Training Council

REGISTERED WITH

Apprenticeship Section of Specialty Compliance Services Division

Washington State Department Labor and Industries

Post Office Box 44530

Olympia, Washington 98504-4530

APPROVAL:

JULY 19, 2002

Initial Approval

Committee Amended

Standards Amended (review)

Standards Amended (administrative)

By: LAFRANK NEWELL
Chair of Council

By: PATRICK WOODS
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these standards shall be the counties of Clark, Klickitat, and Skamania.

For general information only, this program also operates in the State of Oregon counties of Clackamas, Clatsop, Columbia, Hood River, Multnomah, Sherman,

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**Tillamook, Wasco, Washington, and the northern half of Yamhill county.
Apprentices may accept dispatches to job sites to these areas as well.**

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **Be at least (18) eighteen years old.**

Education: **Provide proof of high school graduation or a general education development (GED) certificate. Provide documentation of having completed one year of high school algebra or equivalent post high school algebra course(s) with a grade of C or better**

Physical: **Physically able to perform the job duties.**

Testing: **NONE**

Other: **NONE**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

Exempt per WAC 296-05-405

B. Equal Employment Opportunity Plan:

Exempt per WAC 296-05-405

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Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM of APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship shall be 8000 hours of employment

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

The first one thousand (1,000) hours of employment as a registered apprentice.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers,

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EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

The number of apprentices shall not exceed a ratio of one (1) apprentice to the first one (1) journey-level worker in full employment on the job. Additional apprentices are authorized at the rate of one (1) to each one (1) additional journey-level worker.

VII. APPRENTICE WAGES and WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	60%
2	1001 - 2000 hours	65%
3	2001 - 3000 hours	70%
4	3001 - 4000 hours	75%
5	4001 - 5000 hours	80%
6	5001 - 6000 hours	85%
7	6001 - 7000 hours	90%
8	7001 - 8000 hours	95%

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

A. Sign Maker/Erector

APPROXIMATE HOURS

The work processes to be learned and the approximate hours required for each are:

- | | |
|---|------|
| 1. Material/Stockroom/Equipment Knowledge..... | 200 |
| 2. Pattern and Blue Prints..... | 300 |
| 3. Layout (Electrical/Sheet Metal/Glasswork) Design..... | 1000 |
| 4. Assembly of Electrical/Sheet Metal Display | 2000 |
| 5. Painting of Display and Component Parts | 500 |
| 6. Installation/Service/Maintenance of Displays | 2500 |
| 7. Transportation/Hoisting Equipment Maintenance and Repair | 1500 |

TOTAL HOURS: 8000

The Committee realizes that the completion of 8,000 hours on-the-job training is the ideal, but recognizes that most apprentices will not be able to fulfill the total amount of hours specified in each and every work process as set forth in the standards.

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars
- ☐ () A combination of home study and approved correspondence courses
- ☒ (X) State Community/Technical college
- ☐ () Private Technical/Vocational college
- ☐ () Training trust
- ☐ () Other (specify)

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

NONE

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X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

All Sign Maker apprentices will be registered to this committee, which will act as the employer's agent in administering this program. Apprentices will not be registered to individual contractors.

The Sign Maker/Erector JATC meetings are currently held quarterly at 15800 SW Boones Ferry Rd., Lake Oswego, OR at 6:00 PM on the third Wednesday in the months of March, June, September and December.

Duties of an apprentice:

- **Diligently and faithfully perform the work assigned by your supervisor**
- **Develop and practice safe work habits**
- **Conduct yourself at all times as a representative of the apprenticeship program in a neat and professional manner**
- **Attend all required related training**
- **Advance in the program**
- **Keep the committee informed of your current address and telephone number**
- **Work for an approved training agent**

1. EMPLOYMENT POLICY

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- a. It shall be the responsibility of the apprentice to maintain consistent employment with an approved training agent and attend related training classes. The apprentice shall be held responsible if he/she is not working for an approved training agent. OJT hours accumulated while working for a non-training agent will not be counted.
- b. An apprentice sign maker shall not be permitted to own, manage, or supervise the company or firm where the apprentice receives on-the-job training apprenticeship hours. You will not "moonlight or work on the side" in a trade related industry.

2. CHANGES IN EMPLOYMENT

- a. The ATC maintains a list of approved training agents and a list of apprentices looking for work. Apprentices on the out-of-work list will be placed with training agents before applicants are taken from the applicant pool as stated in the selection plan.
- b. Before the apprentice accepts employment from any employer or changes employment, he must first contact the ATC. After the committee has determined that the employer is an approved training agent, the employer's ratio is correct, and related documents are in order, then the employment transfer may be approved.
- d. Apprentices should not change or leave an employer without notifying the ATC. Written notification must be received in the ATC Administrator's office within two days of the actual change. The notice will be a notification slip naming the new employer. Failure to give proper notification will result in the apprentice not being allowed credit of OJT hours past the last day of employment with the previous employer.
- e. An apprentice who is terminated by a training agent will be cited to appear before the committee.

3. SUPERVISION POLICY

- a. Apprentices must work under supervision at all times.
- b. Periods 1-7 Supervision: The journey worker electrician shall be immediately present on the site of work and within easy access for supervision of the work processes.
- c. Apprentices who have successfully completed both 7000 OJT hours in the work process requirements of the program and passing grades of C or better in corresponding related training classes, may be allowed by the committee to work with indirect supervision on any project which employs one or more journey-level workers. The intent of this provision is to allow apprentices gain experience to become self-reliant.

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4. MONTHLY WORK PROGRESS REPORTS (MPRs)

- a. Apprentices will submit properly completed and signed reports to the ATC office by the 10th day of each month. Originals only - faxed copies cannot be accepted.
- b. Monthly work progress reports must be turned in even if you are unemployed or not attending school (summer vacations). Any apprentice missing one or more Monthly Report shall be sent a Notice to Appear/Proposed Cancellation.

5. NOTICE TO APPEAR/PROPOSED CANCELLATION/FINAL CANCELLATION

- a. Notice to Appear by the ATC requesting your appearance at a meeting means you must attend unless the problem is resolved prior to the meeting date and you are excused by an ATC member or the program administrators. Failure to appear or correct the problem will result in your being issued a Proposed Cancellation. Your attendance is then mandatory.
- b. You may be issued a Final Cancellation at the next meeting of the ATC if you fail to appear as requested for a Proposed Cancellation.

6. NOTIFICATION SLIPS

- a. A notification slip shall be filled out and turned in to the ATC for the following reasons:
 - You are out of work (your name will be put on the "Out of Work" list)
 - You are changing employers
 - Your address changes *
 - Your telephone number changes *

* The apprentice shall be held responsible and may be cancelled from the program, if the committee cannot contact him due to a wrong address or phone number in his file.
- b. All apprentices who wish to address the committee will need to be noted on the meeting agenda and agenda items must be in the ATC office ten (10) days before the regularly scheduled meeting. This can be accomplished by submitting a notification slip with an explanation to the committee for your reason for the request.

7. CREDIT FOR PREVIOUS EXPERIENCE

- a. An apprentice requesting credit for previous experience must submit a written request to the committee administrator. Documentation must be

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included with the written request. The documentation must be as follows:

- (1) A letter, on company letterhead, from the current employer, bearing the owner's signature, stating that the current employer is aware of and concurs with the apprentice request.
 - (2) A notarized letter from an available former employer, on company letterhead, bearing the owner's signature. This letter must document the amount of legal time worked for the employer and detail the type of work done and the amount of time spent in each area.
 - (3) School transcripts and/or military records where applicable.
- b. The committee will review the request at its next regularly scheduled meeting and will not grant credit for illegally obtained experience. The committee will not grant more than 50% of the legally obtained, documented hours no matter how much previous experience an apprentice has had prior to entering the program.
 - c. Apprentices transferring from another signmaker/erector registered program will be transferred in at the same level they achieved in their former program. However they must meet the related training requirements of this program before being rerated to a higher period. Returning apprentices will be registered at the period and with the credit hours they achieved when they left this program.

8. SCHOOL REGISTRATION

- a. Apprentices are required to:
 - (1) Register for classes each term as directed by the ATC. Failure to register at the prescribed times shall result in a notice to appear before the committee to show cause why the apprenticeship agreement should not be terminated.
 - (2) Attend all related training as prescribed by the ATC. Classes must be completed with a grade of C or better for graded classes or a pass for non-graded classes.
 - (3) Obtain the First Aid/CPR card before advancing to 2nd period.
 - (4) Obtain the CDL (driver's) license before advancing to 3rd period.
 - (5) Successfully complete the Electrical I class before advancing to 4th period.
 - (6) Obtain their welding certification before advancing to 7th period.
- b. If an apprentice does not meet the requirements within the time periods specified in this section she/he will receive a written proposed cancellation notice for failure to progress in the program. The apprentice will be given the next quarter to obtain the requirement. If she/he has not done

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so, the committee will cancel apprentice from the program.

- c. Related training satisfactory progress is achieving a grade of “C” or higher for graded classes or “Pass” for ungraded classes.

9. RERATE POLICY (ADVANCEMENT)

- a. Advancement (rerating) in the apprenticeship program is not "granted" to any apprentice; it must be earned. Each apprentice is expected to advance in the program, with rerating at six-month intervals on October 1st and April 1st only.

- b. Every apprentice will advance in the program only if the following areas meet the committee's approval:

"On the job" training time (OJT) -- Each apprentice is expected to accrue a minimum of 1,000 OJT hours during each six (6) month time period. You can chart your own progress based on the following information:

OJT hours - to be considered for rerate from:

1 st to 2 nd period	Minimum of 1,000 OJT hours
2 nd to 3 rd period	Minimum of 2,000 OJT hours
3 rd to 4 th period	Minimum of 3,000 OJT hours
4 th to 5 th period	Minimum of 4,000 OJT hours
5 th to 6 th period	Minimum of 5,000 OJT hours
6 th to 7 th period	Minimum of 6,000 OJT hours
7 th to 8 th period	Minimum of 7,000 OJT hours
8 th to completion	Minimum of 8,000 OJT hours

- c. Recommendations will not be made for completion until the apprentice has attained passing grades in all classes and completed the needed hours in the fields of training.
- d. Work progress reports - Any apprentice delinquent in more than one (1) report shall not be considered "current" or eligible for advancement.
- e. Employer evaluation section of the work progress report - submitted by the apprentice to the employer. The employer's evaluation must be favorable for the apprentice to be considered eligible for advancement. The authorized employer representative must sign the WPR.
- f. Related training, attendance and grades - submitted by apprentice. Each apprentice must be properly registered and maintain class attendance. Apprentices not receiving a passing grade will receive a hold notice. Apprentices not registered for classes will receive a notice to appear for failing to progress in the program. Failure to advance in the program may be considered by the committee as cause to recommend cancellation of the apprentice's registration agreement.

10. JOURNEY-LEVEL EXAMINATION POLICY

- a. Apprentices may only take the journey-level examination upon the recommendation of the committee. Any apprentice attempting to take the examination without the committee's approval will be refused by the examining office and will be cited to the next committee meeting to show cause why their apprenticeship agreement should not be canceled. Early withdrawals will not be allowed to take the exam.
- b. The committee recommendation will be based on the following criteria:
 - (1) Completion of 8,000 OJT hours of well rounded training as outlined in the program
 - (2) Standards and completion of all of the related training requirements.
 - (3) Timely submission of all monthly progress reports that are accurate, complete and current.
 - (4) Satisfactory evaluation and recommendation from the employer.
- c. After being recommended to take the journey-level exam, the apprentice has six (6) months to take the exam.
- d. Apprentices are required to notify the committee in writing of their exam results. The apprentice will be completed upon attaining a passing score on the exam. If the apprentice does not pass the exam, s/he and the employer must appear before the committee to determine what help is needed. The committee will make recommendations to assist the apprentice in passing the exam.
- e. If the apprentice fails the exam three (3) times or one year has lapsed from the date of initial referral, the apprentice will be completed from the program and will receive no further assistance from the committee.

11. LEAVE OF ABSENCE

An apprentice may request a leave of absence for personal reasons, personal or family related illness or accident. A leave of absence will be granted on an individual basis. An apprentice may not accumulate any OJT while they are on a leave of absence. A leave of absence will be granted for a maximum of one year.

12. TRAINING AGENTS

- a. Approval Process:
 - (1) In seeking approval as a Training Agent, the contractor agrees to adhere to the standards of this apprenticeship program as approved by the Committee and the State Apprenticeship and Training Council, as well as all laws and regulations of the State and Federal government.

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- (2) Employers must have been licensed in business under their present name at least one year (1) prior to making application to become a training agent. Submit a completed training agent application form and include:
 - (a) Proof of worker's compensation and general liability insurance
 - (b) Current Contractor's Board Registration Number
 - (c) List of current journey-level workers and their license numbers.
 - (3) There will be an on site inspection by ATC member to assure the employer is capable of adequately training apprentices. You must then appear in person before the JATC at a regularly scheduled meeting. Apprentices registered to this program will not be allowed to own, manage, or supervise the company or firm where the apprentice receives on the job training.
- b. **General Responsibilities of Employers:**
 - (1) Employers will be furnished a copy of the standards and policies for the Signmaker apprenticeship program and must agree to comply with its provisions; and after signing receipt of this committee policy; copies will be put in employer's file, and apprentice's file, respectively.
 - (2) There must be an authorized employer representative from each firm whose name and signature is recorded with the ATC. The employer representative must be aware of policy standards and is responsible for filling in the employer evaluation section of the monthly progress reports and signing them.
 - (3) Approved employers will make sure their apprentices are properly supervised by a journey-level worker in accordance with the ratio standards. The employer should strive to offer the apprentice a full spectrum of training per the standards.
 - (4) Training agent must notify the coordinator within three days when an apprentice's employment is terminated.
- c. **Alleged violations of the ATC standards and/or policies by Training Agents will be reviewed by the committee and appropriate actions will be taken. Training agents found to be in violation of the standards and policies will be required to attend the next regularly scheduled JATC meeting. Violations may result in a minimum of a one-year suspension of their Training Agent status.**

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Questions? Contact:
PROGRAM ADMINISTRATORS
Kallfelz & Carley, Inc.
15800 SW Boones Ferry Rd. Suite B-3
Lake Oswego, Oregon 97035
(503) 675-0548

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

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- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

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Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
 - Authorization of Signature - as necessary
 - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the

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purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.
 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

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D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

The Advertising Display Sign Maker/Erector Apprenticeship Committee may consist of up to six (6) members representing Employers and six (6) members representing Employees.

Quorum: Consists of two (2) members of each group.

Program type administered by the committee: **GROUP NON-JOINT**

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The employer representatives shall be:

Darryl Paulsen, Chair
9160 SE 74th Avenue
Portland, OR 97206

Bruce Hagenson
6615 NE Highway 99
Vancouver, WA 98665

Joe Gibson
9160 SE 74th Avenue
Portland, OR 97206

Ken Schultz
4243 A SE International Way
Portland, OR 97222

Bob Gruber
3255 NE Broadway
Portland, OR 97232

Dick Miller
6615 NE Highway 99
Vancouver, WA 98665

The employee representatives shall be:

John Hauck, Secretary
1900 SW 4th #5000
Portland, OR 97201

Cary Rhoades
5105 SW 45th #201
Portland, OR 97221

Chris Sheflo
6140 SE 101st Avenue
Portland, OR 97266

Terry Brown
3255 NE Broadway
Portland, OR 97232

Toby Lunkins
PO Box 23910
Portland, OR 97281

Brian Holt
6615 NE Highway 99
Vancouver, WA 98665

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

NONE